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Library Trustee Minutes 08/11/2009

Robbins Library Board of Trustees
Minutes
August 11, 2009

Call to Order

Ms. Fennelly called the meeting to order at 7:20 pm. The following Trustees attended: Katherine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Joyce Radochia, and Frank Murphy. The Library Director, Maryellen Loud, also attended.

Approval of Minutes

Trustees approved the minutes of June 2, 2009 meeting as amended to include on page 2: Trustees recommended reviewing future library hours in the context of usage, demographics and community needs, with particular reference to weekend hours. Frank Murphy moved to accept the minutes as amended. Barbara Muldoon second. The minutes were approved.

Communications

No communications.

Community Time

No community members were present at the meeting.

Director's Report for both June and July

The Town Manager appointed Ms. Pam Watts-Flavin as permanent Head of Children Services. She has until now been the Acting Head of Children Services. The Town Manager agreed to fill part-time positions in Adult Services and Circulation on a temporary basis through June 30, 2010. However, the library still has the vacancy at branch manager and assistant director. It is difficult to recruit for these as temporary positions so the library may look at combining them into one position. Ms. Loud is also looking at other temporary solutions for children's services.

Town estimate for the FY2010 budget was accurate. There was no change from the projected amount. In light of budget realities, Mr. Murphy suggested that the Trustees start a discussion to set some basic minimum standards for quality of service for library operation when the doors are open.

Ms. Loud explained what the issues are regarding the "Mass Ave. wall." A portion of the wall is leaning toward Mass Ave. due to landscaping changes. It was not meant to be a retaining wall. With Town cooperation, various solutions are being sought. With Historical Commission approval some of plants/trees may be removed.

Ms. Fennelly commended Ms. Loud on the loveliness of the staff appreciation luncheon.

Ms. Kennedy-Pfister asked about the data logger software. The issue is related to humidity in the Local History Room. The materials could be affected over time. Ms. Loud has requested capital funding this fiscal year to correct the problem.

Town Day Booth

Town Day is September 26, 2009 10 a.m.- 3 p.m. Ms. Loud suggests purchasing a banner for Town day. (Green and white with the logo). Ms. Gandek-Tighe made a motion for the purchase; Mr. Murphy seconded the motion. The Trustees signed up for two-hour shifts.

Trustee Goals

Trustees reviewed the goals. Item (4)(G) was discussed. We may not have sufficient time or resources for this goal. Ms. Fennelly will be doing thank you notes to donors instead of calls.

Goals were amended as follows: The FY was amended to read "2010." Overall goal number (4) is amended to cover Gifts as well as other funding sources. Item (4)(C) was eliminated as it was completed last year. Item (4)(G) was eliminated. Item (1)(D) was amended to eliminate "(including the semi-annual authors program)" it was felt that this was not necessary to stipulate this item. Item (1)(A) was reworded to read "Advocate for adequate hours of operation, collections, and staffing for the library system for this year." Ms. Calvin made a motion to accept the goals as amended. Ms. Radochia seconded the motion. The motion was accepted.

Russell Fund Expenditures FY2009 and Proposed Russell Fund Allocations FY2010

Trustees reviewed the expenditures of the Anne A. Russell Children's Educational and Cultural Enrichment Fund. FY July 1, 2008- June 30, 2009. Balance will be carried over to cover an author program at the Ottoson Middle School.

Summer programs for 2009 were previously authorized to allow staff to plan. The Summer numbers are included in the Proposed Fund Allocations. Trustees noted the 25% drop in funding due to market performance.

It was suggested that the Trustees review the Russell Fund Trust instrument.

Ms. Kennedy-Pfister made a motion to accept the FY 2010 Russell Fund Proposal in the amount of \$30,850. Mr. Murphy seconded the motion. The proposal was approved.

Trust Fund Expenditures FY2009 and Proposed FY 2010 Trust Fund Allocations

Trustees reviewed the FY 2009 Trust Fund allocations. 75% was spent. The 25% unspent was mostly for staff conferences and workshop attendance as well as the author program. Under restricted funds, 88% was spent. There were a few questions on specific line items and the spending. All funds not spent will be carried over. The funds allocated to author programs will be shifted to fundraising.

Fund performance: Income was down 56% over the year. Overall most funds were down approximately 18-20%.

Ms. Muldoon noted that the funding requests were significantly higher than last year. The budget is based on 4% income.

Ms. Muldoon advised the Trustees that they need to decide how to spend the Case fund as well as the new Thompson fund. It was agreed that this will be done in September.

Ms. Muldoon made a motion to approve \$8,500 Unrestricted Funds; \$6,445 Farmer Fund; \$2,200 Children's Book Fund; \$3,390 Other Funds (Maguire; Faye; Gruber; Hodgdon) for a total of \$20,500 in funds for FY 2010, and to consider the budget and income from other sources and funds at the September 2009 meeting. Ms. Gandek-Tighe seconded the motion. The motion was approved.

Fundraising and schedule of Sunday openings

Ms. Gandek-Tighe will try to get the Friends of Fox and Friends of Robbins to agree on a common calendar. She hopes to schedule a meeting in September.

So far, \$21,178 has been raised for Sunday openings. Ms. Loud will contact the Advocate to announce that the library will be open for Sundays starting in October.

FY 2009 Russell Fund Report

The trustees reviewed the Anne Russell Fund Final Report FY 2009. Ms. Radochia made a motion to accept the report. Ms. Calvin seconded the motion. The motion was approved.

Author Programs

Ms. Loud suggested that she was going to discuss whether the Friends of the Library could do one or two author programs during the year.

Community Read

The Community Read festival will be November 7, 2009. It will include food, music, dance and other items. The Community Read may include a series of lectures and other events.

Friends Update

Ms. Loud went to the last meeting and updated the Trustees.

Other

Mr. Murphy mentioned two new Boston Advisor products. He gave them to Ms. Muldoon. Also noted that the advisors are "active advisors." Trustees have to ask questions about the fees that might be imposed if lots of trades are made. Suggestion was made that we invite Steve Gilligan to a meeting.

Ms. Loud is still working on the Strategic Plan. Today was the first round of a Scrabble Tournament. Next week is the 2nd round on Tuesday August 18 from 1-5 pm.

Ms. Radochia updated the Trustees on the Spengler Committee activities.

Dates of Trustee Meetings

The September meeting was changed to Wednesday September 9, at 7:15 pm.

The meeting adjourned at 10:02 pm

Respectfully submitted,
Brigid Kennedy-Pfister